



**Standard Language**

**For**

**Using Grants.gov Apply**

**Application Submission and Receipt Procedures.** This section provides the application submission and receipt instructions for [INSERT AGENCY NAME] program applications. Please read the following instructions carefully and completely.

1. **Electronic Delivery.** [INSERT AGENCY NAME] is participating in the Grants.gov Initiative that provides the Grant Community a single site to find and apply for grant funding opportunities. [INSERT AGENCY NAME] encourages applicants to submit their applications electronically through:

[http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) .

2. **The following describes what to expect when applying on line using Grants.gov/Apply:**

a. **Instructions.** On the site, you will find step-by-step instructions which enable you to apply for [INSERT AGENCY NAME] funds. The Grants.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are six “Get Started” steps to complete at Grants.gov. The information applicants need to understand and execute the steps can be found at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Applicants should read the Get Started steps carefully. The site also contains registration checklists to help you walk through the process. [INSERT AGENCY

NAME] recommends that you download the checklists and prepare the information requested before beginning the registration process.

Reviewing and assembling required information before beginning the registration process will make the process fast and smooth and save time.

**b. DUNS Requirement.** All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. The DUNS number must be included in the data entry field labeled “Organizational Duns” on the form SF-424. Instructions for obtaining a DUNS number can be found at the following website: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) .

**c. Central Contractor Registry and Credential Provider Registration.** In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the Federal Central Contractor Registry and with a Credential Provider. The <http://www.grants.gov> website at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) provides step-by-step instructions for registering in the Central Contractor Registry and for registering with a credential provider. All applicants filing electronically must register with the Central Contractor Registry and receive credentials from the Grants.gov credential provider in order to apply on line. Failure to register with the Central Contractor Registry and credential provider will result in your application being rejected by the Grants.gov portal.

The registration process is a separate process from submitting an application. **Applicants are, therefore, encouraged to register early.**

The registration process can take approximately two weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online anytime after you receive your e-authentication credentials.

**d. Electronic Signature.** Applications submitted through Grants.gov constitute submission as electronically signed applications. The registration and e-authentication process establishes the Authorized Organization Representative (AOR). When you submit the application through Grants.gov, the name of your authorized organization representative on file will be inserted into the signature line of the application. **Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the Authorized Organization Representative.**

**3. Instructions on how to submit an electronic application to [INSERT AGENCY NAME] via Grants.gov/Apply:**

Grants.gov has a full set of instructions on how to apply for funds on its website at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) . The following provides simple guidance on what you will find on the Grants.gov/Apply site. Applicants

are encouraged to read through the page entitled, “Complete Application Package” before getting started.

Grants.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work off line. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing an Adobe Reader or PureEdge Viewer.

- a. **Adobe Reader.** The Adobe Reader is available free for download from the Help section of Grants.gov. The Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard or [INSERT AGENCY NAME] form. The Adobe forms have content sensitive help. This engages the content sensitive help for each field you will need to complete on the electronic form. The Adobe forms can be downloaded and saved on your hard drive, network drive(s), or CDs.

--NOTE for the Adobe Reader, Grants.gov is only compatible with versions 8.1.1 and above. Please do not use lower versions of the Adobe Reader.

- b. **Mandatory Fields on Adobe Reader Forms.** In the Adobe forms you will note fields that appear with a yellow background and red outline color. These fields are mandatory and **must** be completed to successfully submit your application.
- c. **PureEdge Viewer.** The PureEdge Viewer is available free for download from the Help section of Grants.gov. The PureEdge Viewer allows

applicants to read the electronic files in a form format so that they will look like any other Standard or [INSERT AGENCY NAME] form. The PureEdge forms have content sensitive help. To use this feature you will need to click on the icon at the top of the page that features an arrow with a question mark. This engages the content sensitive help for each field you will need to complete on the electronic form. The PureEdge forms can be downloaded and saved on your hard drive, network drive(s), or CDs. Macintosh Users will need to use the Virtual PC emulator software, which allows PC software to run on Macintosh platforms.

- d. **Mandatory Fields on PureEdge Forms.** In the PureEdge forms you will note fields that will appear with a yellow background color on the data fields to be completed. These fields are mandatory fields and they **must** be completed to successfully submit your application.
- e. **Completion of SF-424 Fields First.** The Adobe forms are designed to fill in common required fields such as the applicant name and address, DUNS number, etc., on all Adobe electronic forms. **To trigger this feature, an applicant must complete the SF-424 information first.** Once it is completed the information will transfer to the other forms.

**d. Customer Support.** The Grants.gov website provides customer support via

(800) 518-4726 (this is a toll-free number) or through e-mail at

[support@grants.gov](mailto:support@grants.gov). The Contact Center is open from 7:00 a.m. to 9:00

p.m. Eastern time, Monday through Friday, except federal holidays, to address Grants.gov technology issues. For technical assistance to program related questions, contact the number listed in the Program Section of the program you are applying for.

#### **4. Timely Receipt Requirements and Proof of Timely Submission.**

**a. Electronic Submission.** All applications must be received by [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) by (insert time) **Eastern Time** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When [INSERT AGENCY NAME] successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgment of receipt to the e-mail address of the AOR. Proof of Timely submission shall be the date and time that Grants.gov receives your application. Applications received by Grants.gov, after the established due date for the program will be considered late and will not be considered for funding by [INSERT AGENCY NAME].

[INSERT AGENCY NAME] suggests that applicants submit their applications during the operating hours of the Grants.gov, so that if there are questions concerning transmission, operators will be available to walk you through the process. Submitting your application during the Contact Center hours will also ensure that you have sufficient time for the application to complete its transmission prior to the application deadline. Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files particularly electronic forms with associated XML schemas will take some time to be processed.